

## Division of Radiation Control GRAMA Fee Policy

This policy specifies how the Division of Radiation Control (DRC) will charge fees for fulfilling requests under the Utah Government Records and Management Act (GRAMA). It also outlines our policy for responding to fee waiver requests under Utah Code Annot. § 63-2-203(4). This policy is intended to balance our obligations under that section with our obligation to perform the substantive work with which we have been charged in an effective and cost-efficient manner, and to assure that our responses to a fee waiver requests are fair and consistent.

### **Charges will be based on Cost A + Cost B.**

**Cost A:** The time required by staff to compile the record(s) maintained by the Division (including searching for and retrieving record) will be charged as follows:

1/4 hour or less	-----	no charge
greater than 1/4 hour	-----	staff time costs <sup>1</sup> based on 1/4 hour increments

**Cost B:** The actual copying costs are calculated according to the following:

First 10 pages are free<sup>2</sup> and

- 1) 25 cents per page, if DRC staff copy the records; or
- 2) 5 cents per page, if the requestor makes the copies using DEQ copier; or
- 3) Actual Costs<sup>3</sup> for copying at a commercial copy service.

There is no charge if the requestor arranges for a copy service to copy the records at the DRC offices or if the requestor has a commercial copy service pickup, copy, and return the records to the Division offices.<sup>4</sup>

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<sup>1</sup> The staff time cost charge is the wage of the lowest paid employee who has the necessary skill and knowledge to fulfill the request.

<sup>2</sup> If the entity requesting the document is requesting a fee waiver and release of the record would primarily benefit the public rather than the requester, the first 50 pages are free.

<sup>3</sup> Actual costs include associated staff costs, e.g., for transportation, provided that the total costs do not exceed 25 cents per page.

<sup>4</sup> Cost A charge applies.